

**This Toolkit is published and updated annually by the Wyoming Department of Health's
Heart Disease and Stroke Prevention Program
Diabetes Prevention and Control Program (DPCP)
DPCP's Diabetes Advisory Council's Worksite Wellness Workgroup**

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Or
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Achieving administrative support: In this section you will learn the importance of gathering information that will support your argument for a wellness program by answering questions like:

- What are the organization's short and long-term goals?
- What benefits can be expected from your wellness initiative and what's the potential value of health promotion to the organization?
- The cost of the wellness program in terms of staff time and money?

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Building a dedicated wellness team: In this section you will learn how to:

- Develop a wellness committee specific to the needs of the organization they work in
- Educate employees on topics involving risky health behavior, health maintenance, and health risk assessments
- Educate employees on the value of a worksite wellness program
- Help build wellness policies that facilitate a supportive environment for wellness promotion and activities
- Learn how to evaluating the effectiveness of the wellness program and activities

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Collecting appropriate wellness data: In this section you will learn how to:

- Identify specific wellness problems that exist in your workplace
- Gather the appropriate data in an appropriate manner to support your efforts
- Organize the data in a manner the planning team can use to build an action plan that satisfies the wellness needs of your company

Component D

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Developing a worksite wellness program plan: In this section you will learn how to:

- Work with the wellness committee to:
 - Integrate previously collected data to form goals, objectives, and a timeline that satisfies the needs of the employees and employer
 - Develop a process of evaluating the wellness program and the effectiveness of the interventions

Component E

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Executing wellness interventions: In this section you will learn how to:

- Determine the prevalent risk factors in your workforce
- Choose interventions that are consistent with what your workforce wants?
- Show how the interventions you choose help management achieve their cost savings goals?
- Identify whether the interventions are low in cost or high in cost when compared to the anticipated results?
- Locate resources for researching evidence based interventions

Component F

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Forming a supportive wellness culture: In this section you will learn how to:

- Begin building a wellness culture that is supportive of promoting healthy lifestyles at work and at home
- Bring members of senior management and the workforce together to build policies that support healthy behaviors and promote a wellness program
- Foster a belief that the workforce owns the wellness program
- Sustain an ongoing promotion of the importance of a wellness program

Component G

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Generating the correct wellness outcomes evaluations: In this section you will learn how to evaluate:

- The structure of the wellness program
- How well the program is meeting the needs of the participants
- How well the program is meeting the needs of the employer
- If the interventions are meeting the desired outcomes

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In this section you will find additional resources that will help you succeed. Included in the appendix are:

- Recommended additional resources
- Web sites for physical activity, nutrition, tobacco cessation, and general worksite wellness
- Physical activity strategies, nutrition strategies, and tobacco cessation strategies that are listed in categories of low cost, medium cost, and high cost.

Wyoming Business Toolkit (Tobacco Toolkit)

A guide to establishing a tobacco – free workplace

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Acknowledgements:

The seven components that make up the heart of this toolkit are based on the Wellness Councils of America's (WELCOA) seven C's of a wellness program. Many of the templates, forms, and examples are based on documents that were provided by WELCOA, WellSteps, CIGNA, North Carolina worksite wellness program, Centers for Disease Control and Prevention (CDC), Arkansas worksite wellness program, and many more whose contact information is listed in the references section at the end of this toolkit. Please use the references, resources, and appendix A to help you build your program.

Web site links to the above mentioned sources:

<http://www.welcoa.com/>

<http://www.eatsmartmovemorenc.com/>

<http://www.cdc.gov/>

<http://www.wellsteps.com/>

<http://www.cigna.com/>

<http://www.arkansas.gov/>

Producing a workforce wellness toolkit and the annual Wyoming Workforce Wellness summit is a big undertaking and challenge. It takes support, dedication, and a lot of hard work from a lot of people. What makes this project special is this year's summit is the result of last year's (2008) participant post summit survey. In this survey the respondents reported that an annual summit is preferred over having one every two years. Since a good conference takes several months to plan, and the creative energy level was high following the October 2008 Summit, the committee went back to work – planning this Summit. It turns out the extra time was needed as dates changed, speakers changed, ideas changed, and many other changes were a constant in the summit building process. But still, it has been a wonderful journey. Once again, it is important to take this opportunity to mention the support that went into making the second annual Wyoming Workforce Wellness Summit a reality.

The first of three support components needed to build this summit includes securing financial support. Dr. Brent Sherard, Director of Wyoming's Health Department and the Director's Marketing Initiative Committee answered the need with funds from the marketing initiative budget which is funded through tobacco settlement funds. Many thanks to the members of the marketing initiative committee: Dr. Sherard, Ginny Mahoney, Kim Deti, Linda Chasson, Joe Grandpre, Star Morrison, Dave Ivester, and Bob Crowther.

Next are the Diabetes Prevention and Control Program's (DPCP) Diabetes Advisory Council's (DAC) worksite wellness work group. The DAC supports the DPCP and consists of five work groups; the worksite wellness work group is among them. It is these hard working individuals who brought you the workforce wellness toolkit, and planned the summit. A tremendous amount of research went into this toolkit, and a lot of weekly conference calls. Their hard work is what makes this workforce wellness summit and the workforce wellness toolkit reach a level of excellence. The members of DAC's 2009 worksite wellness work group are: Star Morrison, Bill Rice, Sydney Webb, Patty Bell-Usher, Erin Nitschke, Joe Grandpre, Marge Wilson, Donna Estep, Teresa (Teddy) Araas, Paul Krempels, Mark Hicks, Tammy Till, Charlotte Phillips, and Dave Ivester.

The Wyoming Department of Health's Heart Disease and Stroke Prevention Program (HDSP) is the third support component. Contacts and contracts, assembling the components of the Wyoming Workforce Wellness Toolkit, editing the Wyoming Workforce Wellness Toolkit, completing continuing education credit applications, marketing, and administrative duties were handled through the HDSP.

A Look Ahead to the 2009 Summit

Day one of the Summit is a real treat for all. Opening this year's Wyoming Workforce Wellness Summit will again be Dr. Joe Grandpre. Dr. Grandpre is Wyoming Department of Health's state deputy epidemiologist and chronic disease section chief. You may notice that Dr. Grandpre's Chronic Disease Burden Report paints an accurate and eye opening report on chronic disease in Wyoming, and why Wyoming employers need worksite wellness programs. Another local expert is Bill Rice. As Occupational Health Manager at Campbell County Memorial Hospital, Bill has been instrumental in helping employers in Campbell County, and around Wyoming build worksite wellness programs. You will see during Bill's presentation that worksite wellness works and why.

Our national talent begins with Dr. Steve Aldana. Dr. Aldana is the founder and CEO of WellSteps and will share with us the many ways we can reduce health costs while improving

employee health. You will notice that WellSteps initiatives and interventions have influenced some of the components of this toolkit. Dr. Aldana is from our neighbor, the state of Utah and is excited to be joining us in a location that is not too far from home. Next, we will be enjoying the high energy presentations of Mark Fenton. Mark, from the state of Massachusetts, is the former host of America's walking and a nationally known advocate of wellness programs. Mark has two roles in this year's summit. Day one will focus on the benefits of a wellness program in the workplace. Day two, Mark will lead a community leaders breakfast promoting the importance of community leaders and employers working together to create healthier communities. Wrapping up day one is Dr. Donna Allen Cover. Dr. Donna is from the neighboring state of Nebraska, and is the founder and CEO of Positive Purpose, Inc. Dr. Donna will be teaching us how to find happiness in the chaos of life. With the current economic situation in America, high unemployment rates, reduced business income, this message couldn't come at a better time. Dr. Donna's enthusiasm is infectious and you will leave day one feeling glad you were able to join us.

The second day of the summit is where the rubber (the toolkit) meets the road. Six wellness professionals from the private and state government sector have volunteered to help us. The components of the toolkit are applied to current wellness programs being designed or managed by the wellness experts you will enjoy at this round table event. Partnering with these professionals will bring a high level of experience and expertise to you and your program. Your professional staff is: Teresa E. Araas, PhD, CHES, MS, BS, and BAEd. Tammy Till, Bill Rice, MBA., Mark Hicks, BSW., Vicki Pirayesh, and Pete Shatwell, MS, CWPC, CWPM.

Finally, no Wyoming Workforce Wellness Summit would be possible without you – the dedicated employers, employees, and individuals working together in helping your Wyoming workforce achieve; and have a better understanding of healthy living.




Introduction Letter

Welcome;

You are about to be introduced to a workforce wellness toolkit that is unlike any other. The purpose of the toolkit is to meet a need that was identified in the 2006 Wyoming Survey and Analysis Center's (WYSAC) survey of worksite wellness programs in Wyoming. The survey was commissioned by the Wyoming Department of Health's Cardiovascular Disease Program; now known as the Heart Disease and Stroke Prevention Program. A complete report of the WYSAC survey may be viewed at <http://wdh.state.wy.us/phsd/heartdisease/workwellness.html>.

Identified in the survey is a shortage of worksite wellness programs in Wyoming. With this in mind, a worksite wellness workgroup was formed by Wyoming Department of Health's Diabetes Prevention and Control Program's Advisory Council. The goal of the planning committee is to provide Wyoming employers a workforce wellness toolkit that is easy to use, effective, and flexible. The design of the workforce wellness toolkit is to teach the user "how" to build a wellness program.

The largest component of building this toolkit has been research. We scanned and read through hundreds of worksite wellness toolkits and information packets. There is a tremendous amount of information regarding "why" an employer would wish to build a wellness program in the workplace; and very little on specifically "how." We believe the reason for this is simple; each place of employment is unique in comparison to other employers. Each management team is different and individualistic; each work section exists as its own entity; and the employees themselves have individual needs. The point here is that no single plan fits all, nor should it be expected to do so. Each workforce wellness program needs to be tailored to fit the individual needs of the employer, management and workforce in improving overall employee and employer health. In the following pages, you will find formulas and step by step suggestions that will help you succeed. Some sections contain examples, templates or forms that will help you in your journey. After this worksite wellness summit has ended, you will understand that a worksite wellness program need not be expensive and financially restrictive. Planning and structure are very important to the success of any worksite wellness program –



large or small; but as your wellness program grows, and you learn from “successful” and “not so successful” experiences, we hope and trust that you will share with others in the workforce wellness community what has and has not worked for you by continuing to attend workforce wellness summits hosted by Wyoming’s Department of Health.

Participants of the first Wyoming Workforce Wellness Summit in October, 2008 indicated in the post summit survey that they would like to attend this event annually. The Wyoming Department of Health will do it’s best to continue hosting an annual workforce wellness summit with updates to the Workforce Wellness Toolkit; provide nationally and locally renowned speakers and teachers at the summits; and promote best practice methods to help you sustain your wellness programs.

In the future, please feel free to contact us to help you find the answers to the many questions that may surface along the way. And please, enjoy the journey – you are building a healthy Wyoming workforce!!!

Best Wishes!!!

You’re Wyoming Workforce Wellness Planning Committee